

## DISTRICT EARLY INTERVENTION TRANSITION PROCEDURES

- District Preschool Coordinator receives list from AzEIP in September and February (includes only number of students potentially coming to district to anticipate needed resources (no one contacts family).
- Service coordinator has IFSP Transition Planning Conference with family at the IFSP meeting closest to child's 2<sup>nd</sup> birthday (but not before). For late or later referrals to Part C, this meeting may be combined with a Transition Conference with the school district and other interested parties (ie: Head Start, Child Care, etc.).
- AzEIP Service Coordinator calls to schedule Transition Planning Conference to occur when child is between 2.6 and 2.9 years of age. Parents have been advised to visit all potential programs prior to Transition Conference. Service Coordinator sends Invitation to a Transition Conference as follow-up to phone call.
- District Preschool Coordinator schedules family visit to all available district programs that may apply to child (ECSE, Title I, Community Preschool, etc.) when parent calls to request visit..
- District Preschool Coordinator calls or e-mails school secretary & teacher to let them know she will be bringing parent to observe their class. Ask that the school secretary have the parent wait for Preschool Coordinator to arrive and show programs. Show parent **potential** program(s). Teachers are encouraged to not stop their instruction during the visit and allow the district Preschool Coordinator to quietly explain activities in the classroom. If a natural pause allows, briefly introduce the parent to the teacher. District Preschool Coordinator further explains POTENTIAL services/delivery models and provides parent with District Preschool Handbook.
- Preschool coordinator or designee attends Transition Conference. Provide information to parents regarding district programs and continuum of service options (along with other programs service coordinator has invited such as Head Start). (See attached Talking Points and use developed joint Agenda approved by Preschool Coordinator and Service Coordinator. Document activities and due dates for each action on Transition Planning Conference Summary form. AzEIP Service Coordinator provides copies of plan to all parties. \*Complete vision and hearing screening at transition meeting; arrange for follow up if either failed. Include in plan for all parties.
- AzEIP gives district PEA Notification/Referral Form and makes referral when parents chooses district. AzEIP obtains permission to share information and provides district with records (prior to the meeting if the service coordinator knows the parent is moving in that direction and also prior to the meeting in order to have permission to share verbal and written information). Preschool administrative assistant date stamp records when received.
- At point of referral district rep provides Procedural Safeguards and Prior Written Notice for referral to parents. Begins Review of Existing Data documentation. \*Determine if vision and hearing screening should be scheduled; schedule for next screening date (or do at the Transition Conference).
- Schedule evaluation while all parties are sitting at Transition Conference.
- Complete Review of Existing Data (RED) (with appropriate IEP team members) at scheduled evaluation appointment and determine as a team (wrap up) if more information is needed and document team members that made that decision. Provide Prior Written Notice for collection of more data and obtain permission to evaluate.

## **SAMPLE**

- Evaluation takes place. Complete MET after the evaluation and send file to receiving school or service providers.
- Receiving school and/or service providers schedule IEP and invite the service coordinator based on parents request from Transition Planning Conference.

### **Administrative Assistant Sets up files for Transition Conference to contain:**

- Agenda
- Copy of AzEIP Invitation to Transition Conference
- Transition Conference Summary form (blank as back up for service coordinator).
- Procedural Safeguards Booklet and cheat sheet to explain Procedural Safeguards.
- Review of Existing Data form, Prior Written Notice and district Parent Conference Request in case they are needed.
- Preschool Parent Handbook
- Form for immunizations
- School registration requirements.

## **TALKING POINTS FOR DISTRICT/AGENDA**

### **Describe Special Needs Preschool Program to parent:**

- Days
- Hours
  - Monday through Thursday
  - 8:30-11:00                      12:00-2:30
  - 9:00-11:30                      12:30-3:00
- Busing (door to door except for apartment complexes and itinerant services parent provides transportation)
- Philosophy
  - Creative curriculum
  - Child centered
  - Inclusion 50:50 ratio
- Most therapy services are provided within the preschool class
- Staffing
  - One teacher, two aides
  - SLP in class the majority of 2 days/week
  - PT/OT as needed

**Complete vision and hearing screening during transition conference or schedule screening as needed---Call Preschool Evaluation Center from the meeting to schedule vision/hearing screenings if needed. Also schedule an evaluation date to work toward in order to complete any additional evaluations determined by the Review of Existing Data.**

**Ask parents for their questions; give them contact information if they have further questions.**

**Evaluations, eligibility, IEP and placement decisions and IEP development must occur no later than the child's 3<sup>rd</sup> birthday.**

## **SAMPLE**

**Administrative Assistant updates data base.** Form developed for school secretary to send back to Preschool Evaluation Center administrative assistant in order to update data base that Transition Planning Conference has taken place; form for when MET and IEP have taken place are used to update data base.